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# MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of  
interest to USDA management

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1976 FEDERAL PAY ADJUSTMENTS.....The President's pay advisors have submitted their report on pay increases for GS employees. Fundamental changes have been recommended to improve methods for achieving comparability with the private sector. For the first time, weighted averages will be used which give consideration not only to salary rates in the private sector, but also to the number of employees in various occupations within the Government.

This pay adjustment, if approved by the President, will produce a graduated pattern of increases, ranging from 4.51 percent at GS-1 down to 4.24 percent at GS-5, and then up to 7.92 percent at GS-15.

The statutory ceiling for Federal Civil Service pay will go from \$37,800 to \$39,600. This will limit the increase at the GS-16 level to 5.05 percent and 4.76 percent at the GS-17 and GS-18 level. (Contact: Joe Logan, OP ext. 77131)

MEETING WITH USDA FEDERAL WOMEN'S PROGRAM COORDINATORS (FWPC).....The Assistant Secretary for Administration was the guest speaker at the monthly meeting of FWPCs on August 18. He addressed specific problems and concerns affecting both the Federal Women's and EEO programs at USDA and stated his commitment to the programs. The presentation was followed by a question and answer session during which there was a lively exchange of views and philosophies. (Contact: Majorie Hart, OP, ext. 72635)

USDA TO RECEIVE PAPERWORK MANAGEMENT AWARD.....USDA will receive a Federal Paperwork Management Award presented by the Washington Chapter, Association of Records Managers and Administrators in cooperation with the National Archives and Records Service, GSA. The award will be presented for the Department-wide Forms and Reports Reduction Campaign which resulted in annual savings of over \$22 million. This is the first time the award has ever been presented on a total Departmental level.

A plaque for Secretary Butz states that this is the first time this award was ever presented to a Cabinet level officer for taking the lead and pledging support to a Department-wide paperwork reduction campaign. In addition to the plaque for Secretary Butz, which will be accepted by J. P. Bolduc, Assistant Secretary for Administration, 18 individual plaques will be presented to USDA personnel who were directly involved in the campaign. Of the individual plaques, 16 will go to agency personnel. The awards will be presented at a luncheon in the Sheraton-National Hotel on September 17. (Contact: Mae Paulsen, OP, ext. 75618)

SWINE FLU SHOTS.....HEW has changed the date for giving flu shots from September to mid-October. Detailed information will be made available to all employees when the exact dates are known. (Contact: Dr. Jacykewycz, OP, ext. 73893)

TRAINING IN FACTOR EVALUATION SYSTEM WELL RECEIVED.....OP conducted two courses on the new factor evaluation system of classification for agency classification specialists. The 23 trainees from 12 agencies rated the course excellent for its organization, coverage, and instructor effectiveness. OP has developed three separate courses on FES, one for classifiers, one for supervisors and managers, and one for all employees. (Contact: Lloyd Stimson, OP, ext. 73185)

USDA SECTION 8(a) AWARDS INCREASE SUBSTANTIALLY.....The table below shows the Section 8(a) awards made by USDA agencies for FY 76. This total, \$6.4 million, is the largest amount awarded by the Department since the program was initiated in 1969. This represents an increase of \$3,452,963 over FY 75 accomplishments. Agencies are to be commended for their efforts to increase assistance to minority firms through this program.

FINAL FY 76 SECTION 8(a) ACCOMPLISHMENTS

<u>Agency</u>	<u>FY 76 Goal</u>	<u>FY 76 Achievement</u>	<u>Percent of Goal</u>
AMS	\$ 780,000	\$ 212,898	27
APHIS	120,000	259,257	216
ARS	495,000	761,451	154
ASCS	10,000	231,554	2,315
EMSC	1/	0	0
FmHA	40,000	60,000	150
FNS	380,000	1,597,236	420
FS	1,500,000	2,253,407	150
OO	50,000	67,098	134
SCS	750,000	995,000	133
	<u>\$4,125,000</u>	<u>\$6,437,901</u>	<u>156</u>

1/No goal established

(Contact: J. Fred King, OEO, ext. 77117)

COMBINED FEDERAL CAMPAIGN.....The Capital Area CFC will be kicked off on September 9 with a meeting of Agency chairpersons. The USDA campaign will begin shortly thereafter. Secretary Butz will serve as Chairman for the Department. The Vice-Chairman is Donald E. Wilkinson, Administrator, AMS, and Campaign Director is Allan S. Johnson, Assistant Administrator, ERS.

Keep your eyes peeled on this Newsletter for periodic progress reports. (Contact: Eleanor Lanier, ERS, ext. 78066)

U.S. BICENTENNIAL EXPOSITION ON SCIENCE AND TECHNOLOGY.....The Exposition closes on September 8 and all exhibit materials to be returned to the agencies will be delivered by October 15. The theme exhibits will be transferred to the Department's permanent exhibit at the Chicago Museum of Science & Industry. To date, USDA has contracted or obligated about \$350,000 of the \$412,000 budgeted for this Exposition. (Contact: David Sutton, COMM, ext. 74654)



#### COMPUTER CENTER ACTIVITY.....

- ...KCCC Competitive Procurement. Congressman Jack Brooks has formally requested that GSA suspend the Department's competitive procurement for the Kansas City Computer Center until a GAO audit is completed.
- ...FCCC Interim Upgrade. The Univac 1100/42 recently installed at Fort Collins is now undergoing acceptance testing.
- ...SLCC Interim Upgrade. The Burroughs 4781 computer was received at SLCC on August 27 and is expected to commence acceptance testing by the middle of September . (Contact: Ray Long, ADS, ext. 74789)

WASHINGTON SPACE CONSULTANT CONTRACT.....Hunter/Miller and Associates advises that their walk-thru and inspection of all headquarters space has been completed. They are now in the process of revising and updating the floor plans. The contractor has examined and evaluated data available from various sources in the Department (OO, OP, OMF, etc.). A questionnaire designed to gather the additional quantitative and qualitative data necessary for their analysis is now being designed.

On September 2, 1976, Mr. Jeffrey H. Miller, President of Hunter/Miller briefed the Management Council on the overall study plan and progress of the study to date. (Contact: Bill Hamilton or Pete Gagnon, OO, ext. 73141)

IT CAN BE DONE.....During the past four and one-half months, OA has hired or made commitments for 72 new employees. Included in this number are 25 minorities and women, 22 of whom are professionals.

OA used no special or exceptional hiring authority in this effort. Recruitment was nationwide, using established recruiting methods, Civil Service Registers, and a little imagination. This is an indication that results can be realized if people are willing to put forth a little effort. (Contact: Phil Clark, OA, ext. 75931)

MERIT PROMOTION PLAN.....The Merit Promotion Plan implementation proposal was approved at the August 19 meeting of the Management Council. The major impact will be on the record keeping, administrative, and procedural aspects of merit promotion. By reducing the complexities and redundancies in these areas, attention can be centered on the substantive aspects of candidate evaluation and selection.

The sequence of events for implementation was discussed at some length and the schedule, especially for ADP systems work, was acknowledged to be ambitious. The ADP systems questions are being investigated by a work group under the direction of Pat Martin and the results will be reported to the Council at a future meeting. While these questions are under review, the Merit Promotion Plan will be implemented in some of the smaller agencies and staff offices and the Plan will be submitted to the CSC for review. Employee organizations with national consultation rights will be contacted for comments. (Contact: Bill Parent, OP, ext. 78721)

#### MEETING WITH THE NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS (NACD).....

The Assistant Secretary for Administration met with officials from the NACD on August 23, 1976. The purpose of this meeting was to brief the NACD on progress with the Agricultural Service Center Program. There was agreement to improve communication with NACD and to ensure that all agency organizational levels clearly understand the guidelines for establishing service centers. (Contact: Wayne Maresch, SCS, ext. 72241)

NEW ORGANIZATIONAL PICTURE CHARTS.....The new picture charts will be distributed to agencies and staff offices shortly. If additional copies are required, they may be obtained through Central Supply upon submission of an AD-14. (Contact: Pres Davis, OMF, ext. 75301)

TRANSFER OF HEARING CLERKS.....The Office of the Hearing Clerk will be transferred from the Judicial Officer to the Chief Administrative Law Judge. This transfer will become effective when the Delegations of Authority are published in the Federal Register. This should be during the second week in September. (Contact: John Miranda, OMF, ext. 76111)

DEPARTMENTAL BUDGET HEARINGS.....The Secretary's hearings with Agency Administrators on the FY 78 budget estimates resumed on August 30. Upon completion of the hearings, the Secretary will issue his decision guidelines to Assistant Secretaries and Administrators as early as possible the week of September 6.

The time frame is very tight for submission of the Department's estimates and all related schedules to OMB. Agencies are reminded that compliance with deadlines established in OMB Circular A-11 and OMF Notice 55 is essential. (Contact: Bob Sherman, OMF, ext. 76176)

#### CURRENT LEGISLATIVE ACTIVITY.....

...SUNSHINE BILL.....Both Houses agreed to the Conference Report on S5 which would provide that meetings of government agencies be open to the public, with certain exceptions as provided for in the bill.

...NATIONAL EMERGENCIES.....The Senate passed, with amendments, and returned to the House HR 3884. This bill would terminate certain authorities with respect to national emergencies still in effect and would provide for the orderly termination of future national emergencies.

...FIFRA.....The President vetoed HR 12944, which would have extended the Federal Insecticide, Fungicide, and Rodenticide Act. The Congress has yet to vote to override.

...SURPLUS PROPERTY.....The House passed HR 14451, donation of Federal surplus property. This bill would permit the donation of Federal surplus personal property to States and local organizations for public purposes.

...RECORDS MANAGEMENT.....The House passed HR 13828, Federal Records Management. This bill would clarify, update, consolidate, and supplement the authority and responsibility for records management delegated to the Administrator, GSA and to Federal agency heads under the Federal Records Act of 1950. (Contact: John Mottershead, OMF, ext. 74654)